

**IN THE UNITED STATES DISTRICT COURT FOR THE
SOUTHERN DISTRICT OF CALIFORNIA**

NOTICE TO ATTORNEYS

The United States District Court for the Southern District of California will implement a new electronic case filing system on **September 18, 2006**. Case Management/Electronic Case Files (CM/ECF) is a national program supported by the Administrative Office of the U. S. Courts. The system provides many benefits to attorneys that you may review in the attached document. You may also visit our website at www.casd.uscourts.gov for more information. CM/ECF is currently being utilized in several federal courts across the country with great success. Registration for CM/ECF will permit you to electronically file documents beginning on September 18, 2006. Your registration also authorizes the court to provide notification by email of all court orders beginning on September 5, 2006. You must have a valid PACER account to receive email notification. The email will provide a link to the document and you will receive one free copy that you may print or save. Further access will be at the standard PACER rate of \$.08 per page. To register for PACER call 1-800-676-6856 or visit the PACER Service Center at <http://pacer.psc.uscourts.gov/>.

We have provided a CM/ECF registration form for your convenience. If you choose to register, you may fax the form to our office at 619-557-5175 or mail it to United States District Court, Southern District of California, 880 Front Street, Room 4290, San Diego, California 92101-8900, Attention: Attorney Admissions.

The court will be offering training for attorneys on the electronic filing system. Please check our web site at www.casd.uscourts.gov for training updates and additional CM/ECF information. We appreciate your cooperation and hope to hear from you soon.

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF CALIFORNIA

ELECTRONIC CASE FILING SYSTEM
Attorney/Participant Registration Form

PLEASE TYPE

This form shall be used to register for an account on the Court's Case Management/Electronic Case Files (CM/ECF) system. **Pursuant to General Order 550, attorneys must register for CM/ECF by November 1, 2006.** Registered attorneys and other participants will have privileges to electronically submit documents and to view and retrieve electronic docket sheets and documents as available for cases assigned to the CM/ECF system.

The following information is required for registration:

First/Middle/Last Name: _____

Attorney Bar # and State: _____

Firm Name: _____

Firm Address: _____

Voice Phone Number: _____

FAX Phone Number: _____

Internet E-Mail Address: _____
(Attorney's e-mail for electronic service)

Secondary E-Mail Address: _____
(Central Repository, Secretary, etc.)

The information contained in this box will be maintained confidentially, and is necessary for security/confirmation purposes:

Last 4 Digits of Your Social Security Number: _____ Mother's Maiden Name: _____

☐ I already have an ECF login that I use at another court, which is _____ Please assign the same login.

By submitting this registration form, the undersigned agrees to abide by the following rules:

1. This system is for use only in cases designated by the *United States District Court for the Southern District of California*. The system may be used to file and view electronic documents, docket sheets, and notices. For more information about training opportunities, please visit our web site at www.casd.uscourts.gov.

2. Pursuant to Federal Rule of Civil Procedure 11, every pleading, motion and other paper shall be signed by at least one attorney of record or, if the party is not represented by an attorney, all papers shall be signed by the party. An attorney's/participant's password issued by the court combined with the user's identification, serves as and constitutes the attorney's/participant's signature. Therefore, an attorney/participant must protect and secure the password issued by the court. If there is any reason to suspect the password has been compromised in any way, it is the duty and responsibility of the attorney/participant to immediately notify the court. This should include the resignation or reassignment of the person with authority to use the password. The Court will immediately delete the password from the electronic filing system and issue a new password.
3. Each attorney desiring to file pleadings or other papers electronically must complete and sign an Attorney Registration Form. Registration as a Filing User constitutes: (1) consent to receive notice electronically and waiver of the right to receive notice by first class mail pursuant to Federal Rule of Civil Procedure 5(b)(2)(D); (2) consent to electronic service and waiver of the right to service by personal service or first class mail pursuant to Federal Rule of Civil Procedure 5(b)(2)(D), except with regard to service of a summons and complaint. Waiver of service and notice by first class mail applies to notice of the entry of an order or judgment. Notice by electronic means is complete as set forth in this court's General Order No. 550, which is available on our website at www.casd.uscourts.gov.
4. A user accesses court information via the court's Internet site or through the Public Access to Court Electronic Records ("PACER") Service Center. Although the court manages the procedures for electronic filing, all electronic public access to case file documents occurs through PACER. **A PACER login is required, in addition to, the login and password issued by the court.** To register for PACER, a user must complete the online form or submit a registration form, available on the PACER web site (<http://pacer.psc.uscourts.gov>).
5. By this registration, the undersigned agrees to abide by all of the rules and regulations in General Order No. 550, *In The Matter of Procedural Rules for Electronic Case Filing* and any future changes or additions that may be made to the CM/ECF Administrative Policies and Procedures.

Please return this form to: United States District Court, Southern District of California
880 Front Street, Room 4290
San Diego, California 92101-8900
Attn: Attorney Admissions

Or FAX to: United States District Court, Southern District of California
619-557-5175

Date

Attorney/Participant Signature

Your login and password will be sent to you by the Office of the Clerk to the Internet E-mail address listed above on or about September 18, 2006. If your E-mail address changes prior to September 5, 2006, please notify the Clerk of Court in writing.